

**SECRET**

4 April 1955

BF-19947

*Handwritten:* Finance  
180/4.55  
*Signature*

MEMORANDUM FOR: CHIEF, FINANCE DIVISION

THROUGH : Comptroller

SUBJECT : Excessive Advances

1. This has reference to your memorandum of 14 March 1955 (received in this office 29 March 1955), subject as above. You request that the matter of authorizing excessive travel advances to employees traveling to the field be brought to the attention of the FE approving officers, in order that they may take appropriate corrective measures.

2. The FE Division does not prepare advances relating to PCS travel, nor are such advances routed through this Division for signature of approving officer. All such advances are prepared by Central Processing Branch, routed direct to Finance Division, and are approved by Travel Section of Finance Division on the basis of the written travel order.

3. It has been noted in the past by this Division that individual travel advances issued by Central Processing Branch are excessive. Apparently CPB has been following a set scale based upon the maximum amounts allowable under the regulations, without taking into consideration the actual amount of air freight to be transported, per diem to be accrued, and other limitations prescribed by the travel order. In addition, cases have been noted whereby the employee was advanced sums for the travel of his dependents who were not scheduled to follow the subject for a period of several months. Also many advances for excess baggage have been allowed, when excess baggage was not authorized in the travel order. (FE authorizes the transportation of excess baggage only when security conditions prohibit the use of unaccompanied air freight, since excess baggage is over twice as costly.)

4. It is recommended that your memorandum of 14 March 1955 be brought to the attention of Central Processing Branch. This Division would be glad to assist in any way possible in compliance with your recommendations and those of the Audit Office.

CHIEF, FE

FE/BF/CFN: pmq

Distribution:

Addressee: Orig. & 1

FE/BF: 2

CFE : 1

Comp: 1

*Handwritten:* 63

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<input type="checkbox"/> Rejected	
Class. Stamped To: TS S <i>Handwritten: C</i>	
DATE: MAR 28-2	
TIME: 0.5 OCT 1978	By: <i>Handwritten: 024</i>

**CONFIDENTIAL**

**SECRET**

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